

POLICE OFFICER TRAINEE

DISTINGUISHING FEATURES

The fundamental reason the Police Officer Trainee class exists is to serve as an entry-level class prior to becoming a Police Officer. Employees in this class work under close supervision of sworn personnel. Employees will participate in formal, structured training at a police academy as well as customized departmental training classes and field training program arranged by in-service trainers. Work methods and results are under constant review by supervisory personnel through observation, discussion, and results achieved. Successful performance as a Police Officer Trainee may lead to an appointment as a Police Officer.

ESSENTIAL FUNCTIONS:

Learns to:

Performs law enforcement patrol activities. Operates a motor vehicle, and observes and monitors the public to determine compliance/noncompliance with prescribed operating or safety standards and laws. Pursues offenders by patrol vehicle and on foot; stops offenders; subdues resisting offenders using necessary force where appropriate, including deadly force. Issues citations and makes arrests; searches persons, places and things; seizes and impounds property and evidence; transports arrested persons and property. Communicates in person, by radio, and computer; mediates disputes; performs crowd and riot control activities; uses and maintains proficiency with a variety of law enforcement tools including handguns, batons and other weapons; prepares detailed written reports using a computer requiring visual and muscular dexterity.

Conducts law enforcement investigations including: Protects crime and traffic accident scenes; conducts face to face and phone interviews; observes, gathers, records, processes and preserves evidence; measures and diagrams crime and traffic accident scenes; prepares detailed written reports of investigative findings; seizes and processes evidence; presents testimony and evidence in court.

Performs public assistance activities including: Responds to citizen requests for assistance; to fires, accidents, and crime scenes; administers first aid to sick and injured citizens for a wide variety of illnesses and injuries; assists distressed motorists and crime scene individuals; stands for long periods in all weather conditions directing traffic; physically moves persons, vehicles and other property.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

The geography of the City and building addresses.

Ability to:

Become AZPOST certified and work a variety of shifts.

Understand and follow oral and written instructions in the English language.

Lift and move heavy objects (50 pounds or more) long distances (20 feet or more).

Work in a variety of weather conditions with exposure to the outdoor elements.

Work in situations involving body fluids, hazardous chemicals, firearms, and various types of evidence. Learn job-related material primarily through oral instruction and observation to effectively perform job duties.

Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, or in group settings.

Acquire knowledge of police methods, practices, procedures and techniques and apply this knowledge to specific regulations.

Work cooperatively, courteously, but firmly with other City employees and all segments of the public.

Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Education and Experience

Must be 21 years of age; a United States Citizen and have a minimum of 60 college credit hours. Must possess a valid standard Arizona state driver's license with no major driving citations in the past 39 months. College coursework in Criminal Justice, and related experience is highly desirable.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified